

Sutton St. Nicholas Parish Council

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held in Room 2, The Village Hall, Sutton St. Nicholas on Monday 3rd August 2015 (SPC/TF/079)

Councillors Present

Cllr Ron Gow (Chairman)
Cllr Richard Andrews
Cllr Ann Burke (Vice chairman)
Cllr Stan Gyford
Cllr Ian Nicholas
Cllr Anna Toon

In attendance

Cllr Kema Guthrie (Ward Councillor)
Mike Darley (Footpath Officer)
Tony Ford (Clerk)

1. Apologies for Absence

There were no absences.

2. Receive, approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/078) held on Monday 6th July 2015.

The minutes were signed by the Chairman as a correct record of the meeting

3. Declarations of Interest

The Parish Clerk reminded Councillors of the need to ensure that they declare all disclosable pecuniary interest and all non – disclosable pecuniary interests and that the onus was on Councillors to declare their interest at the appropriate time.
There were no declarations of interest by members in respect of items on the agenda, and no requests for new Disclosable Pecuniary Interest dispensations were received.

4. Report from Clerk on actions from the last meeting

There were thirteen actions requiring completion, two was completed, and ten were in progress and one closed. (Appendix 1 refers)

5. Questions/Issues on any matter, from members of the public present.

5.1 Ward Councillors Report

Cllr Guthrie gave a verbal report to the Parish Council (Appendix 2 refers)

5.2 Local Police Report

The August 2015 Newsletter had been circulated to Councillors and put on the village website. Its contents were noted.

5.3 Questions from other members of the public

There were no questions from the public.

(Agenda item 7 - Footpaths in the Village was considered at this point)

6. Upgrade Bins

The Parish Council was informed there was a standard bin and that Herefordshire Council had been asked for clarification and whether these have to be purchased from Balfour Beatty.

The Parish Council considered whether to have collections by a local contractor (chargeable to the Lengthsman Scheme) on non –refuse collection days and store refuse in a Trade Waste Bin at the Village Hall. The Parish Council would like to get this sorted at its next meeting. Having considered the matter and to clarify the matter the Parish Council Resolved that:

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- The Bins at the Lichgate on the Rhea and at the Old Post Office be replaced. At a cost to the Parish Council
- An additional bin be purchased to replace the one missing at the Playing field.at a cost to the Parish Council
- An addition bin be purchased and located at the entrance to the footpath at Ordiss Farm. (Across from the Grit Bin). At a cost to the Parish Council.
- The cost to the Parish Council for the additional collection from Ordiss Farm be sort.

Action- Clerk to inform Herefordshire Council of the Parish Council decision, requesting the bin specification and cost of supplying the additional bins and that the cost of the collection from Ordiss Farm.

7. Footpaths in the village

The Footpath Officer gave a verbal report (Appendix 3 refers), which was noted by the Parish Council. The Parish Council thanked Mike Darley for his report and congratulated him on becoming an Associate of the Institute of Public Rights Of Way Access & Management.

8. Planning Applications

To consider the following applications:-

1. **The Pastimes, Old School Close, Sutton St. Nicholas, Hereford HR1 3DH (151943) –** (Retrospective) Garage and store to side of house, single storey. Having considered the matter the Parish Council **Resolved that it was in favour of the changes made to the pitch of the roof.**

Action - Clerk to inform Herefordshire Council of the Parish Councils decision

9. Nuisance Bonfires

The Parish Council considered the matter of nuisance bonfire, mention was made of the recent incident when smoke from a bonfire triggered the fire alarm at the telephone exchange. Having considered the matter including information from Herefordshire and the National Society for Clean Air and Environmental Protection the Clerk was asked to put an article in the Sutton News highlighting the issues of air pollution, health effects and annoyance impact.

Action – Clerk to put an article in the Sutton News.

10. Transfer of open spaces

This is a standing agenda item and currently there was no update to report.

11. Neighbourhood Plan

Councillor Richard Andrews declared a Non- Disclosable Pecuniary interest and took no part in discussions. The Parish Council was informed that following the Fete the project group met on 16th July and agreed the land for potential development. The Parish Council was also informed that of those who commented at the Fete 83% were in favour of the land identified for development.

The result of those commenting was as follows:-

Response	Number	%	Comments
YES	30	83	New, smaller properties should not be allowed to be too close to the road (such as those opposite old school)
NO	6	17	Particularly SSN7 Particularly SSN7
Total	36	100	

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12. Financial Report

12.1 Confirmation of Balances 3/08/15 = £24,250.07 (Bank statement 15/07/15 £25,479.48 less o/s cheques £1,229.41.)

12.2 Receipts- None

12.3 Invoices for payments

Ref	Payee	Amount £	Detail
1	M Darley	25.98	27/07/15 -Rubbish Collection /refuse bags
2	Hoople Ltd	110.40	16/07/15-Neighbourhood Plan – Map Customisation
3	R. A. Ford	308.98	03/08/15 - Clerks Salary
4	Orphans Press	85.20	28/07/15 –Large Neighbourhood Plan maps and voting slips. (Not previously advertised)

Resolved to approve for payment and cheques to be signed

13. Budget Monitoring Report

Cllr Gyford requested that additional information be presented with a current year profiled budget included. To be meaning full the clerk would have to give some thought to the matter as most payment did not follow a pattern, this would be included in the next budget report.

The Parish Council noted the budget report (Appendix 4 refers).

14. Request for a Grant

The Parish Council was informed that a request had been received from Herefordshire Citizens Advice Bureaux for a grant. The Parish Council was reminded that there was £180 in the budget for donations. The Clerk advised that a notice be put in Sutton News asking for applications by mid-September 2015. The parish will review its Grants Policy. Having considered the matter the Parrish Council **Resolved that a donation of £200 be made and a cheque be signed. To further aid its financial position the Citizen Advice Bureaux be asked to consider voluntary donations from its clients.**

Action – Clerk to write to Herefordshire Citizen Advice Bureaux.

Action – Clerk to circulate Herefordshire Citizen Advice Bureaux report to councillors.

15. Sutton Playing Field Entrance

The Clerk informed the Parish Council that he will be meeting with a contractor on Tuesday evening 4th August for a site visit, and that it was hoped that a decision could be made at the next meeting.

16. A Good Neighbours Scheme

Councillor Gyford circulated the draft article for the Sutton News, which was noted.

17. Wellbeing innovation Grant Scheme

The Parish Council was informed that Cllr Toon had forwarded to the Clerk information related to this scheme, which offers grants of between £5k and £20k for projects that aim to improve people's health and quality of life particularly those who are vulnerable at risk of social isolation or loneliness. It was felt that this scheme could be linked to the Good Neighbour scheme.

18. Correspondence (Not covered by a separate agenda item and for information only).

18.1 – Balfour Beatty - Weobley/ Hereford Rural Briefing 10/07/15 (Noted)

18.2 – Balfour Beatty - Weobley/ Hereford Rural Briefing 17/07/15 (Noted)

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- 18.3 – **Balfour Beatty** - Weobley/ Hereford Rural Briefing 24/07/15 (Noted)
- 18.4 – **Balfour Beatty** – Parish Newsletter (Noted)
- 18.5 – **HALC** - Information Corner 6/07/2015 (Noted)
- 18.6 – **Came and Company** – Joining Stackhouse Poland Group. (Noted)
- 18.7 – **Herefordshire Council** – Invitation to Herefordshire Council’s 2016/17 Budget Consultation. (Noted)

19. Bank Signatories

The Parish Council went into private session due to the confidential nature of the discussion relating to the Parish Councils banking arrangement.

20. Matters relayed to the Clerk for the Agenda of the next meeting

- Community Speed Watch
- Grant Policy
- Neighbourhood Plan
- Good Neighbour Scheme
- Quotations Playing Field entrance.
- Village Annual Bonfire

21. Confirmation of the date, time and venue of the next meeting

Monday 7th September 2015 at 7.15pm Room 2 at the Village Hall.

Appendix 1

Status of Actions from last meeting

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
08/01	06/12/14	18	Sutton Playing Field	Clerk to send specification as requested.	Clerk	Agenda Item 15	Work in progress
08/02	28/05/15	11	Freedom of Information	Clerk to monitor requests received and report back to the next Annual Meeting of the Parish Council	Clerk		Work in progress
08/03	01/06/15	8	Dog Poo Bins	Purchase three additional larger bins (similar to the ones located by the village playing field), one to replace the one by the Lichgate on the Rhea, one to replace the one by the old post office and one to be sited near Ordis Farm.	Clerk		Closed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
08/4	01/06/15	8	Dog Poo Bins	Have signs installed reminding dog owners to take their dog waste home	Clerk		Work In progress
08/5	01/06/15	18	Sutton Playing Field Inspection Report	Cllr Gyford to inform the Clerk of the recommendations he is able to carry out	Cllr Gyford		Work in progress
08/6	01/06/15	18	Sutton Playing Field Inspection Report	Clerk to engage a contractor to complete the rest of the jobs	Clerk		Work in progress
08/7	01/06/15	23	Litter Collections	The Clerk to ascertain the costs for equipment, bags and clothing	Clerk	Still waiting for a reply from lead volunteer follow up sent	Work in progress
08/8	06/07/15	7	Upgrade Bins	Clerk to purchase new bins	Clerk	Agenda item 6	Work in progress
08/9	06/07/15	7	Upgrade Bins	Cllr Gyford to install bins	Cllr Gyford		Work in progress
08/10	06/07/15	7	Upgrade Bins	Parish Clerk to ascertain costs for collection of rubbish on the weeks that Herefordshire Council do not collect	Clerk	Agenda Item 6	Work in progress
08/11	06/07/15	8	Co-opted Councillor	Clerk to put notice of vacancy in the Sutton News	Clerk		Work in progress
08/12	06/07/15	11	Planning Application Land at Willow Croft, Sutton St. Nicholas (151785)	Clerk to inform Herefordshire Council of the decision	Clerk		Completed
08/13	06/07/15	16	A Good Neighbour Scheme	Cllr Gyford to draft article for the Sutton News	Cllr Gyford		Completed

Ward Councillor's report

Update on Highways Issues

C1126 Flooding Issue (Near St. Michaels Church)

This issue is being addressed by Balfour Beatty & therefore, there is now no longer a need for a site visit at the moment.

C1126 – Balfour Beatty Repair Works – will be investigated by Sean Rooney (Interim Head of Highways). I will contact him regarding the issues & concerns regarding the “failed works”.

C1120 Further request for resurfacing response from Balfour Beatty as follows:

“The C1120 Moreton Bridge to Marden. Routine gangs carried out some work there but no resurfacing works have been carried out and we do not have any resurfacing works programmed for this. The asset management team have reviewed the survey data and this road does not meet the criteria for work at the moment. When new data comes in the road will be assessed again against all the other roads in the County”.

I will further contact Balfour Beatty and request a copy of the C1120 Assessment Report – for information accordingly.

Herefordshire Council – Budget Consultation

“Priorities and budget consultation 2016 to 2020 – Have Your Say”

Visit Herefordshire Council's website & take part in the consultation which runs from 24th July to 9th October 2015.

“As a result of substantial government funding reductions, we need to significantly reduce our budget and make unprecedented changes to our services. It is estimated that we will need to save an additional £42 million during this year and the next four financial years. We would like your help in deciding our priorities and how to spend our budget”

Bus Services

Update from Alan Lewis (Public Transport Manager)

“I can now advise that following discussions we have received bus service registrations to provide continuation of First Hereford routes from 6th September. Yeomans Canyon Travel will be providing Hereford area services both commercial and subsidised at similar times to the existing First journeys. DRM will be covering journeys on service 420 Hereford – Bromyard – Worcester.”

Problems with HGV & Agricultural traffic in the Ward area

I have arranged site visits at Moreton Bridge & Laystone Bridge with BBLP to further discuss how best to protect the bridges.

Speed Enforcement - Update

Special constables have carried out speed checks in Marden & Sutton (no one was encountered speeding, at the time of the checks). The speed checks in these areas will continue over the forthcoming weeks.

Speeding Traffic Enforcement – Community Speedwatch

For consideration of the Parish Council – Bob Haynes (Police Traffic Manager) has advised that the Safer Roads Partnership would need 6 volunteers to train up for Community Speedwatch to be

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progressed (with the possibility of borrowing the speed gun from Marden PC) who already have Community Speedwatch.

Report by Cllr. Kema Guthrie 04/08/15

Appendix 3

Footpaths Officers Report

Harvest is upon us once again and as fast as the cropping and ploughing issues arise, they have disappeared,(ST 3 Freens Court)

The majority of paths are in a very good state of repair with the usual few that need to be cut, ST 2, ST 3, ST 9, ST 12, ST 13 & ST14 from the gas station. This will be the final round of cuts, making it a full width trim.

During September, various walking groups will be using our paths, which is a tribute to the way they have been managed and kept open for users of all ages and abilities.

Over the Winter months, ST 15 will see some improvements made to it, with a widening programme and top surface clean up and holes filled in, that were caused by the 4X4's.

Some trees that are still down, will be finally removed. (ST 2, ST14 & ST15)

The maintenance plan for 2016 is underway and will no doubt see further improvements in the Parish.

One final note, I'm happy to announce that I have been accepted to the Institute of Public Rights Of Way access & management as an Associate member. This will allow me to access more solid information on laws and Legislation.

Mike Darley PFO SSN.

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Appendix 4

Budget Monitoring Report

Income	Actual 2013/14	Budget 2014/15	Actual 2014/15	Budget 2015/16	Actual 2015/16	variance
Precept	18,870.00	19,250.00	19,250.00	19,635.00	9,817.50	9,817.50
Other -	750.00	0.00	0.00	0.00	0.00	0.00
Lengthsmans Scheme	301.25	1,000.00	1,513.25	0.00	0.00	0.00
New Lengthman Scheme	0.00	0.00	0.00	2,901.80	105.00	2,796.80
Bursary	50.00	50.00	0.00	50.00	0.00	50.00
VAT recovered / estimate	4,163.55	263.00	0.00	357.00	0.00	357.00
Neighbourhood Plan Grant	0.00	5,000.00	6,918.07	0.00	0.00	0.00
P3 Scheme	0.00	0.00	0.00	1,078.00	556.00	522.00
Lottery Grant	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	24,134.80	25,563.00	27,681.32	24,021.80	10,478.50	13,543.30
Expenditure						
Clerks Salary	3,350.53	3,590.00	3,418.96	3,590.00	1,285.72	-2,304.28
Admin/Office Expenses	244.56	289.00	394.27	291.00	43.40	-247.60
Training	97.00	250.00	30.00	150.00	0.00	-150.00
Cleaning (Bus Shelter)	0.00	200.00	0.00	0.00	0.00	0.00
Subsidy to Village Hall	1,378.99	500.00	117.00	500.00	0.00	-500.00
Insurance	2,058.77	2,210.00	743.13	800.00	765.42	-34.58
Membership Subs	282.30	400.00	354.44	362.00	412.37	50.37
Auditors	150.00	200.00	150.00	250.00	50.00	-200.00
Services Repairs and Maintenance	1,034.12	500.00	988.00	500.00	520.00	20.00
Lengthsman	509.00	1,000.00	1,049.25	4,220.80	255.00	-3,965.80
Donations	0.00	180.00	30.00	180.00	0.00	-180.00
Purchase of open spaces	0.00	0.00	692.00	0.00	0.00	0.00
Loan repayment	8,597.74	8,598.00	8,597.74	8,598.00	0.00	-8,598.00
Parish Plan	1,039.49	340.00	36.00	0.00	0.00	0.00
SIDs	0.00	320.00	0.00	300.00	0.00	-300.00
Rent	5.00	6.00	5.00	6.00	5.00	-1.00
Computer/software	495.81	0.00	0.00	0.00		0.00
New Website	720.00	250.00	0.00	200.00	0.00	-200.00
Neighbourhood Plan	130.80	5,630.00	7,702.90	696.00	4,832.60	4,136.60
Community Garden/Playing Field/Open Space	0.00	1,100.00	899.67	2,300.00	220.01	-2,079.99
P3 Scheme	0.00	0.00	556.00	1,078.00	847.00	-231.00
Vat	357.52	0.00	332.97	0.00	825.07	825.07
Total Expenditure	20,451.63	25,563.00	26,097.33	24,021.80	10,061.59	-13,960.21

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